



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	LICENSED VOCATIONAL NURSE
Posting Number	PN# 104611
Department	Health & Human Services Department
Division	Communicable Disease
Section	Tuberculosis Program
Reporting Location	6260 Westpark Dr.
Workdays & Hours	M - F, 8 a.m. - 5 p.m.* (Some nights and weekends) *Subject to change

DESCRIPTION OF DUTIES

Performs basic nursing responsibilities and assists with related health clinic, hospital, home or mobile unit duties under the supervision of a Registered Nurse.

CORE FUNCTIONS

- Delivers and supervises delivery DOT/ DOPT tuberculosis medication, including toxicity checks and sputum collection, as ordered by a physician. Administers injections as ordered by physician.
- Documents doses delivered, administered and supervised, toxicity checks, sputum collection, and all pertinent information on the DOT/DOPT field record.
- Meets with supervisor for patient case conferences, field itineraries and field mileage reports.
- Provides orientation and training of outreach staff as assigned. Participates in staff meetings, administrative meetings and training as required.
- Communicates with providers to facilitate and expedite TB patient care.

WORKING CONDITIONS

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking. **The position requires extensive driving to provide TB outreach services.**

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a high school diploma or GED certificate and graduation from a school of vocational or practical nursing.

MINIMUM EXPERIENCE REQUIREMENTS

One (1) year of nursing experience is required.

MINIMUM LICENSE REQUIREMENTS

Must have a current vocational nursing license from the State of Texas. Must have a valid Texas driver's license and compliance with the City of Houston's policy on driving (AP2-2).

PREFERENCES

None

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

GRANT FUNDED POSITION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to maximum of this salary range is:

Salary Range - Pay Grade 12
\$966- \$1,131 Biweekly \$25,137 - \$29,422 Annually

OPENING DATE

May 18, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9496.

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